

SYNOPSIS FOR SYSTEM DEVELOPMENT AND INTEGRATION (SDI) SERVICES

The United States Patent and Trademark Office (USPTO), Office of the Chief Information Officer (OCIO), has a continuing requirement for System Development and Integration (SDI) services. This is a re-competition of the current System Development and Maintenance contracts held by Lockheed Martin (Contract No.50-PBPT-7-00003) and Computer Sciences Corporation (CSC) (Contract No. 50-PBPT-7-00004). The current contracts expire May 2005. The USPTO intends to make award by November 30, 2004, to allow sufficient time for transition. The new SDI requirement will to provide the necessary skilled staff, tools, and other resources to analyze, design, develop, enhance, deploy, maintain, and operate the USPTO application systems. The services required to perform life cycle activities include system design and analysis, programming, testing, integration, customer training (to include technical personnel), implementation, operations, system/software maintenance, project-specific system engineering, information/software engineering, product assurance, project management, and other related services and products. Software products and hardware are needed for system life cycle support of development, maintenance, and enhancement activities. Some integration efforts may result in providing systems for total solutions to meet the business requirements. This work will be performed for existing automated information systems and those future systems initiated during the contract period of performance. The "USPTO Strategic Information Technology Plan for Fiscal Years 2004-2009", provides a high-level description of the programs and systems/projects that USPTO anticipates will be supported, at a minimum, by the SDI contract(s).

This acquisition will be conducted using the Patent and Trademark Acquisition Guidelines (PTAG) located at:

<http://www.uspto.gov/web/offices/ac/comp/proc/acquproc.htm>. Under PTAG, FAR Part 15 does not apply and "full and open competition" is replaced with "maximum reasonable competition" which authorizes the USPTO to limit the number of offerors to a predetermined number. Upon review of the responses to this Synopsis, the top highest ranked offerors will be notified and instructed on the next phase of the procurement process which will be the release of a Request for Proposal (RFP). As a result of the responses to this Synopsis, those vendors who are determined not to be the most qualified will be advised and will not receive further consideration. The USPTO will evaluate vendors' responses based on technical, management, past performance and cost features and rank the offerors in terms of qualifications and highest probability to successfully fulfill the USPTO's requirements. Ultimate source selections will be based upon a best value determination.

The process will include submission of an initial capability statement to the USPTO, submittal of the company's response to the scenario, Electronic Government (E-Gov), as described below, an evaluation and a down-select of vendors by the USPTO. The USPTO is utilizing a Two-Step Streamlined Contracting Approach in accordance with PTAG. Step 1: Review Capability Statement and vendor response to the scenario described below and down-select to no more than 5 most highly qualified vendors. Step 2: Issue RFP to the vendors selected from Step 1 and award to the offeror providing the best value.

This procurement is unrestricted, full and open competition. The associated North American Classification System (NAICS) code is 541511. The small business size is \$21.0 million.

The USPTO is soliciting Capability Statements from responsible sources which clearly establish their ability to meet or exceed the USPTO's SDI Capabilities Requirement (CR). The CR will be posted to the USPTO's website located at:

<http://www.uspto.gov/web/offices/ac/comp/proc/businopp.htm>. Interested offerors shall submit a capability statement (maximum 20 pages, excluding cost information), and response to the E-GOV scenario (35 pages maximum, including methodology and planning assumptions) as described below. Instructions for preparing a response to this Synopsis are as follows:

1. All Capability Statement documents shall be submitted as outlined below:
 - Three copies on a CD formatted in Microsoft Word or Adobe Acrobat;
 - Page margins shall be one (1) inch on all sides and formatted for 8 ½" by 11" single-spaced print;
 - The type for all proposal documents (including charts and graphs) shall be black;
 - The characters per inch shall not exceed twelve (12) characters per linear inch or be smaller than twelve (12) point;
 - The font shall be Times New Roman 12 pt; and shall not exceed six (6) lines per vertical inch.

Failure to submit Capability Statements in compliance with these requirements may result in a determination that the proposal is non-compliant, which may eliminate the proposal from further consideration.

2. The Capability Statement shall be a maximum of 20 pages. Vendors shall describe their capability to satisfy the size, scope and characteristics of the requirements as defined in the CR, assuming a task order based contract. The response must address three specific areas: (1) the technical approach as related to the USPTO's requirements set forth in the CR; (2) the management approach including organization structure and staffing, teaming arrangements, and small business participation; (3) past performance information that shall include a description of at least three previous or current contracts that demonstrate a proven ability to meet the USPTO's requirements and describe their relevance to the USPTO's effort in terms of similarity of size and scope. The past performance response must include the period of performance dates, the type of contract (i.e., task order, performance based, etc.), dollar value, description of work performed, and a point of contact (including phone number). Additionally, if the response represents a team of companies, with a prime and non-prime companies, each non-prime company must provide at least one relevant contract reference; and (4) cost. For purposes of providing cost information in response to this Synopsis, offerors are required to provide labor rate(s) for the proposed program manager, a breakdown of the cost elements which compose the labor rate, and all applicable indirect cost rates (i.e. overhead, G&A) which would be applied to all labor categories utilized under any resulting contract. See CR for all labor categories which may be used under any resulting contract.

3. Vendors shall provide a response to the E-GOV scenario described below which shall consist of a maximum of 35 pages (text and graphics) including methodology and planning assumptions. Vendors shall describe the manner and methodology in which they would approach the E-GOV

scenario. The proposed methodology must be described along with any planning assumptions. The USPTO Life Cycle Methodology may be used as appropriate. The vendor's response shall follow whatever methodology proposed.

As part of the scenario response, provide a plan describing: the current or emerging standards and/or tools you would use; the types of staff and other resources needed to accomplish the plan using labor categories from the CR; and the critical technical and/or managerial issues that will affect the work. The plan must contain a project plan containing planned activities, activity durations and dependencies, relevant past performance references as specifically related to this scenario; performance metrics used to ensure success, and methods to provide regular visibility by USPTO for analysis, design, development, and production models or other relevant elements of technical progress.

References (links) to outside data sources will not be read or considered.

Electronic Government (E-Gov)

Describe how to leverage an enterprise architecture (EA) to improve information technology efficiency and effectiveness compliant with an EA framework (for example, the Federal Enterprise Architecture (FEA)) and aligned with an organization's agency or corporate strategic plan. At a minimum address the following in your response:

Describe how to support cross-agency collaboration, transformation, and government-wide improvements.

Specifically address how to implement electronic government that enables the reduction/elimination of paper handling and the enhancement of business processes including electronic filing (e-filing) and end-to-end workflow processes.

Describe how to support a world-class information technology operation that meets or exceeds end-user needs; providing maximum availability of computer systems to a federal agency. Ensure that the systems address Certification and Accreditation requirements.

Paper copies of the CR will not be issued. Since all procurement-related documents will be released via the Internet, a mailing list and/or list of interested vendors will not be available. An industry briefing was held in January concerning these requirements. A list of attendees may be found at the following Internet site:

<http://www.uspto.gov/web/offices/ac/comp/proc/sdisupp/sdihom.htm>.

The USPTO promotes socio-economic programs and expects maximum participation with small, minority-owned, women-owned, HUB-Zone, service-disabled veteran-owned businesses in teaming arrangements. The USPTO's minimum requirement for subcontracting opportunities for socio-economic goals will be 30% of the contracting dollars, awarded as a result of this procurement.

The USPTO anticipates awarding one or more contract(s) as a result of this competition. It is anticipated the contract type will be cost-plus-award fee performance-based contract with task order provisions including provisions for the issuance of fixed-price task orders. The base period of performance will be for a term of two years, with three (1-year) option years, and the ability to earn two additional 1-year terms as incentives. The annual level of effort for this requirement is anticipated to be 600,000 hours. Vendors will be required to be located within the Washington, DC metropolitan area in order to respond to the Government's requirements for meetings or system support at the USPTO offices in either Arlington or Alexandria, VA.

All relevant documents for this procurement will be posted on at the Internet address:

<http://www.uspto.gov/web/offices/ac/comp/proc/currproj.htm>.

It is the responsibility of each prospective offeror to check the project web site regularly for amendments, questions and answers, and other pertinent information concerning the procurement. An offeror's failure to check the website will not be a justifiable excuse for requesting an extension to the proposal due date. Responses must be received no later than 2:00 pm (EDT), July 9, 2004, at the following address: (for U.S. Postal Service deliveries) U.S. Patent and Trademark Office, Office of Procurement, Mail Stop 6, P.O. Box 1450, Alexandria, VA 22313-1450, and (for hand-delivery or commercial courier) U.S. Patent and Trademark Office, 2011 Crystal Drive, Suite 810, Arlington, VA 22202.

ALL INQUIRES AND QUESTIONS SHALL BE E-MAILED TO THE FOLLOWING ADDRESS: OPSDI@uspto.gov NO LATER THAN 5:00 P.M., JUNE 24, 2004. Any questions and answers will be posted to the Internet address:

<http://www.uspto.gov/web/offices/ac/comp/proc/currproj.htm>.

The POC is Sylvia Van Dyke, Contracting Officer, Ph: 703-305-4165, Fax No.703-308-5484, or e-mail: OPSDI@uspto.gov. U.S. Patent and Trademark Office, Office of Procurement, Mail Stop 6, P.O. Box 1450, Alexandria, VA 22313-1450.